



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



RELEASED

18 MAY 2018

Division Memorandum No. 022 series of 2018

TO: **Public Schools District Supervisors**
School Heads
All Concerned Personnel

FROM: **The Office of the Schools Division Superintendent**

SUBJECT: **Delegation of Function to the Disbursing Officers to Distribute Checks for Salaries, Bonuses, and Other Incentives**

DATE: **May 18, 2018**

To foster empowerment and enhance assistance to the Office of the SDS in the better delivery of services, the undersigned hereby delegates to all **Disbursing Officers** the function to distribute checks for salaries, bonuses, and other incentives and ensure the signing of the payrolls by the payees.

In view of this delegation, all Disbursing Officers are directed to **release the checks only to the payees indicated therein and shall get instruction directly from the Division Cashier. Failure to abide by this issuance is tantamount to insubordination and legal action may be taken against the violators.**

This Memorandum modifies the previous issuance authorizing Public Schools District Supervisors and School Heads to act as Special Disbursing Officers.

Accordingly, anyone who has knowledge of any Disbursing Officer or DepEd personnel releasing or facilitating the release of the checks to any person or entity other than the payee is encouraged to report the same to this Office verbally, in writing, or through the contact numbers provided below.

The cooperation and utmost support of everyone is enjoined.

For information and guidance.

PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent